



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

RIGHT-OF-WAY PERMIT APPLICATION						Date:	
Work Site Information							
Address:				Cross Street:			
Applicant		<input type="checkbox"/> Responsible for Project		<input type="checkbox"/> Primary Contact			
Business Name/Property Owner:							
Contact Name:				E-Mail:			
Mailing Address:				City, State & Zip:			
Phone:				Alt. Phone:			
Contractor		<input type="checkbox"/> Same as above		<input type="checkbox"/> Responsible for Project		<input type="checkbox"/> Primary Contact	
Business Name:				Contact Name:			
Mailing Address:				Phone:			
City, State & Zip:				E-Mail:			
Molalla Business Lic #/Metro Contractor's Lic #:					Lic/CCB #:		
Work Details							
Proposed Start Date:				Estimated Completion Date:			
DESCRIPTION OF WORK TO BE DONE IN ROW PER THIS PERMIT (check all boxes that apply):							
UTILITY WORK:	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Pavement/Trench Cut				
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Other				
MATERIAL	<input type="checkbox"/> Drop Box	<input type="checkbox"/> Storage Pod	Other				
LANDSCAPING	<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Tree Installation	Other				
RESERVED	# Spaces:	No. of Days:	Location:				
EVENT*	Event Name:						
	General location/route:						
Provide a description of event or work to be done: _____							
<small>Permission is hereby requested to encroach into public right-of-way to perform work as set forth below. It is understood that this application is limited to the work described herein and that all work shall be done in compliance with the provisions shown on the back of this application and with all other applicable rules, regulations and standards of the City; and that the permittee assumes full responsibility for said compliance, for acceptability of the work, and for repair or replacement thereof if defective, and for repair or replacement of any existing improvement damaged by this work. *Additional Permit Required</small>							
SEE THE BACK OF THIS PERMIT FOR CONDITIONS AND PROVISIONS							
I CERTIFY THE ABOVE INFORMATION IS CORRECT				Signature:			
OFFICE USE ONLY							
It is required the applicant comply with all the marked items and the terms of any other City permits issued.							
<input type="checkbox"/> Provide a traffic control plan to the City for review and approval.				<input type="checkbox"/> Coordinate work with all applicable utility companies.			
<input type="checkbox"/> Barricade and sign sidewalks & parking spaces in advance of their use				<input type="checkbox"/> Tree removal/replacement per City Planning Dept approval process.			
Contact the city inspector at 503.759.0205 for pre and post inspections, questions and/or pre-pour and final concrete inspections.							
Related City permits:							
Expiration Date:	60 DAYS	90 DAYS	Other	ROW #	PW #	Ext.	
Details given to _____							
Issued by:						Date:	

THIS PERMIT #: _____ IS ISSUED AND ACCEPTED SUBJECT TO THE FOLLOWING PROVISIONS.

1. Permittee agrees to save, keep and hold harmless the City of Molalla, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this permit which may be occasioned by any act or omission of the permittee, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
2. Permit is void 60 days after date of issue unless otherwise noted. A time extension shall be requested not less than 24 hours prior to expiration.
3. Concrete curb, sidewalk, gutters, driveway approaches, alley entrances, paving repairs, etc. shall be constructed per City Public Works Standards.
4. A copy of this permit shall be kept at the work site.
5. Work authorized by this permit includes removal and replacement of improvements as necessary.
6. Oregon law requires that the rules adopted by Oregon Utility Notification Center be followed. Those rules are set forth in OAR 952-001-0010 to 0090. You may obtain copies of the rules by calling the center or online at www.callbeforeyoudig.org. Call before you dig - Portland Metro Area 811 or 503-246-6699.
7. Permittee shall adequately safeguard all excavations and obstructions with barricades, lights and/or other suitable safety devices per the current "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (mutcd.fhwa.dot.gov/), Federal Highway Administration and follow all OSHA rules and regulations. If the permittee fails to adequately safeguard the public, the City shall place barricades and lights at the expense of the permittee. Placement of safety devices by the City shall not relieve the permittee from liability.
8. Permittee shall coordinate **24 hours in advance of any street closure** with **Molalla Public Works at 503.759.0205** for each closure event.
9. Fire Department access to fire hydrants shall be maintained at all times.
10. Permittee shall be responsible for preserving construction survey stakes and marks for the duration of their usefulness.
11. Construction water shall not be taken from a fire hydrant until a fire hydrant permit has been obtained from the Molalla City Hall, Utility Billing, 117 N. Molalla Avenue, 503.829.5600.
12. A minimum of 24 hours' advance notice must be given for inspection requests (M-TH 8-4:30).
13. Forms and subgrade must be inspected and approved before ordering Portland Cement Concrete or Asphaltic Concrete. Failure to obtain approval before proceeding with work may be cause for rejection. Any work to be done on a Saturday or holiday **MUST** be approved by the City at least 24 hours in advance.
14. Any work done without proper inspections will be subject to rejection. Permittee shall request inspections when: (1) forms are complete/ready for concrete; (2) subgrade is compacted and ready for pavement or concrete; (3) excavation is started; (4) sewers are ready for testing; (5) backfill compaction is in progress; (6) temporary resurfacing has been placed; (7) all work authorized by this permit has been completed; and (8) any time assistance is needed to assure compliance with City requirements. Re-inspections required due to site or work not being ready for inspection when scheduled or for the replacement of defective work, shall be done at the expense of the permittee.
15. Asphalt pavement, including resurfacing, shall be constructed of Level 2, ½-inch dense HMAc ODOT asphalt concrete for the roadway.
16. Curbs with depressions for vehicular access will not be accepted until a standard driveway approach has been constructed at each depression. Where none exists, a sidewalk adjoining such driveway approaches shall be constructed.
17. Final approval of any work will not be given until construction debris and excess material is removed, and parkways are graded to conform to the standard street section and planted as appropriate to match existing.
18. Failure to secure permits for previous work or failure to pay fees due on previous permits shall render the applicant, permittee or employees ineligible for any other City permit until such fees and penalties are paid.
19. Any applicant or contractor who has done work in public rights-of-way not in conformance with City standard specifications, standard drawings or special provisions, or who violates the City code shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the Community Development Director.
20. Construction hours: Monday-Friday 7am to 8pm, daily per Municipal Code (Ord. 9.13.050 Exceptions)
21. Contractors shall have a Molalla Business License and required contractors' licenses.
22. Permittee shall remain responsible for satisfactory workmanship and material for two years after acceptance of improvements authorized by this permit.

I agree to comply with the permit and all above referenced conditions.

Applicant's signature

Date



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Public Works Construction Requirements for Residential Lots Effective 11/07/2019

All construction shall comply with the current version of Molalla's Standard Specifications for Public Works Construction, Public Works Detail Drawings, the Public Works Permit, and approved development plans.

Weep Holes:

Contractor shall utilize all existing weep holes provided as part of the original subdivision construction. Additional weep holes shall require approval from the City Engineer's authorized representative and shall be core drilled. Saw cut and knock out is strictly prohibited and shall constitute removal and replacement of curb and gutter section to width satisfactory to the City.

Sidewalks Outside of Driveway Area:

All public sidewalks (outside of driveway area) shall comply with attached detail drawing. A minimum of ½" spacing from top of base rock shall be provided when using 2X4 forms. Rain drain piping from homes shall be placed below bottom of sidewalk or at a location to accommodate a cut joint in a sidewalk panel no less than 5' by 4' and no greater than 5' by 6'. Base rock shall consist of clean ¾"-0 be placed on firm sub-grade and compacted prior to inspection request. Scrap concrete and waste shall not be used for base material. No concrete shall be installed when temperatures are expected to drop below 35°F during any 24-hour period. Sidewalk edges shall be backfilled, and sidewalks shall be free of defects during final inspection.

Driveway Aprons & Sidewalk within Driveway Area:

All driveways and sidewalks within driveway shall comply with attached detail. Driveways and sidewalks shall be protected from traffic loading for a minimum of 7 days during temperatures above 50°F and a minimum of 14 days during temperatures between 35°F and 50°F. No concrete shall be installed when temperatures are expected to drop below 35°F during any 24-hour period. Base rock shall consist of clean ¾"-0, be placed on firm sub-grade and compacted prior to inspection request. Scrap concrete and waste shall not be used for base material. Sidewalk and driveway edges shall be backfilled, and sidewalk and driveways shall be free of defects during final inspection.

Sanitary Sewer and Storm Sewer Clean-Outs:

All cleanouts shall comply with attached detail. Brook's box lids shall be clean of debris and shall be set to finished grade of driveway, lawn, or landscaped area. Inside of boxes shall be clear of debris to a minimum of 3 inches below clean-out cap. Locate wire shall be accessible to Public Works crews.

Water Meter and Box:

All water meter boxes shall comply with attached detail. Boxes shall be clean of debris, squared to sidewalk, and shall be set to finished grade of lawn or landscaped area. Inside of boxes shall be clean or

debris of 3 inches below meter base. Meter assembly shall be centered in box and lid shall not rest upon top of meter assembly.

Final Inspection:

All items must be completed prior to request for Public Works final inspections. Items not meeting City Standards will delay Public Works final of home.

Contractors Final Inspection Checklist:

_____ Curb and gutter free of damage and clean.

_____ Driveway and sidewalks damage free, clean, edges backfilled.

_____ Water meter box set to finished grade, damage free, and clean inside.

_____ Sanitary clean-out box set to finished grade, damage free, and clean inside.

_____ Storm clean-out box set to finished grade, damage free, and clean inside.

_____ Storm weep holes damage free and clean inside.

Questions may be addressed to Engineering at 503-759-0205.



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PUBLIC WORKS SITE PLAN REQUIREMENTS FOR RESIDENTIAL LOTS

Pursuant to Molalla Municipal Code (MMC) Chapters 12 and 13, a Public Works Right of Way Permit must be taken out along with the building permit, and any required fees and/or deposits (if applicable) must be paid at that time. Failure to do so will result in a **Stop Work** order placed at the site, and/or **denial of a Certificate of Occupancy**.

Along with the completed permit application, Public Works will require a right of way infrastructure plan on an 8-1/2" x 11" paper drawn to a standard scale, showing the following:

- A. The right-of-way (ROW) line at property frontage in relation to the building structure, including the location of the front property corners. This can be an extension of the site plan, if submitting a plot plan for a building permit.
- B. The curb line with the correct offset measurement from the ROW line.
- C. The location, width, and length of the sidewalk as well as the offset from ROW line to back of sidewalk. Do not assume (or expect the city to assume) that the length of the sidewalk is the same as the length of the ROW line, particularly on an irregular shaped lot.
- D. The location and dimension of the driveway from nearest property corner on the street frontage. Dimensions for the proposed driveway shall include the throat width and width of the wings.
- E. Location of the sanitary sewer lateral cleanout and box at the ROW line. Cleanouts shall not be installed in the driveway or sidewalk, unless approved by the Public Works Department authorized representative. All new lots in Molalla have laterals installed or installation will be required prior to connection of the building sewer. Clear of debris to a minimum of 3 inches below clean-out cap. Locate wire shall be accessible to Public Works crews.
- F. Location of the water meter and box at the ROW line. All new lots in Molalla have service lines installed or installation will be required prior to connection of the building domestic water. Locate wire shall be accessible to Public Works crews.
- G. Location of rain drains and connections through curb or lateral cleanout and box at the ROW line. Cleanouts shall not be installed in the driveway or sidewalk, unless approved by the Public Works Department authorized representative. The ability to connect to weep holes or lateral will vary from site to site. Public Works will not approve any method where drainage from a lot will flow onto an adjoining property. If you cannot gravity flow to the curb, lateral, or through an easement, then you must pump to the weep hole or lateral. All pumps must be stated on your plan. All new lots in Molalla have weep hole drains or laterals installed or installation will be required prior to connection of the building drain. Clear of debris to a minimum of 3 inches below clean-out cap. Locate wire shall be accessible to Public Works crews.

You may utilize the site plan that is required for your building permit, but it must include the above items. Public Works will review this plan for completeness and place an approval stamp once development and Public Works requirements are met. A copy of the stamped approved plan shall be always on site. You may not make any changes or deviations from the plan once approved unless you obtain and submit written permission from both the Molalla Public Works Department and the Clackamas County Building Department.